

8 March 1957

25X1 [redacted]  
Subject: Office Space

1. Attached is a floor plan that I have prepared showing the modifications that would be necessary to the space in order to meet our requirements. The plan shows location of added doors, closing off of doors not needed, removal of certain partitions, and location of [redacted]. The plan was discussed 6 March with the architect and [redacted] the contractor. The suggested modifications were agreed to by the architect and Mr. [redacted] stated that [redacted] would bear the cost of all items except the vault area.

2. Some other items discussed and agreed to and which [redacted] stated the owner would bear the cost of were: secure locks on all entrance doors, install fluorescent lights in all offices, and do all necessary painting. Installation of venetian blinds on all windows was discussed but [redacted] did not know whether the owner would pay the cost or not.

3. The square footage of the reception room, the toilets and the passage way outside of the toilets totals 220 square feet. The square footage of the areas numbered 2 thru 7 total 985 square feet. (Office and [redacted]) The large passage way which would be for our exclusive use totals 178 square ft. The total of these latter two areas comes to 1163 square feet. Adding to this figure 37 square feet for the reception room which would be used exclusively by us the grand total comes to 1200 square feet. These figures are according to my measurements made on the site. They are shown on the drawing and on a total sheet which is attached to this memo.

4. It is understood that we will share the toilets but who is responsible for keeping them clean? Also who is responsible for cleaning the offices and passageways?

5. Specifications for [redacted] were given to the architect at our meeting on 6 March.

6. The condition of the outside steps was called to [redacted] and the architect's attention. They agreed something should be done to them in the way of new treads. Also they agreed to install a switch at the foot of the steps to control the lights at the top.

7. The architect and [redacted] estimated that the area could be ready for occupancy 30 days after the work was started except the painting of walls and ceilings in the vault area.

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RECEPTION ROOM, PASSAGE WAY 2 AND TOILETS	220 SQ FT	
OFFICES 2, 3, 4, 5, 6, 7	985 SQ FT	
PASSAGE WAY 1	178 SQ FT	1163 SQ FT

OFFICE 1	37 SQ FT
OFFICE 2	128 SQ FT
OFFICE 3	161 SQ FT
OFFICE 4	162 SQ FT
OFFICE 5	127 SQ FT
OFFICE 6	246 SQ FT
OFFICE 7	161 SQ FT
PASSAGE WAY 1	178 SQ FT
PASSAGE WAY 2	72 SQ FT
LAVATORY A	61 SQ FT
LAVATORY B	50 SQ FT